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Application to self lay water mains and/or services

This form is to be used when applying to self lay water mains and/or services under sections 41 and 45 of the Water Industry Act 1991. Please complete all sections and provide the information requested so that your application can be processed as quickly as possible. Insufficient information may result in delays to the provision of supplies.

IMPORTANT: Please ensure the relevant design fee is submitted with this application form. We do not issue proforma invoices however we will issue you with a VAT receipt once we have processed your payment

PLEASE COMPLETE THIS FORM USING BLOCK CAPITALS AND BLACK INK ONLY

Section 1 - Developer

If section 1 is not completed by the developer, a letter of authorisation must be attached to the application form as proof that the developer is asking the self lay organisation to act on their behalf.

Guidance notes

See note 1a

Developer name: _____

For the attention of: _____

Property name/number: _____

Street: _____ Telephone number: _____

Village/town: _____ Mobile number: _____

City/county: _____ Fax number: _____

Postcode: _____ Email address: _____

Registered address of developer (if different from above): _____

See note 1b

Company registration number of developer:

I can confirm that the self lay organisation named on this application has approval to exclusively act on my behalf in dealing with Anglian Water regarding this site.

Name: _____ **Signature:** _____

See note 1c

Preferred method of contact: Email Post

See note 1d

DART account number (if applicable):

Section 2 - Land owner

See note 2a

To be completed if different from developer:

Land owner name: _____

name/for attention of: _____

Street: _____ Telephone number: _____

Village/town: _____ Mobile number: _____

City/county: _____ Fax number: _____

Postcode: _____ Email address: _____

Section 3 - Self lay organisation

See note 3a Company name: _____
For the attention of: _____
Property name/number: _____
Street: _____ Telephone number: _____
Village/town: _____ Mobile number: _____
City/county: _____ Fax number: _____
Postcode: _____ Email address: _____

See note 3b WIRS accreditation status: Full Partial

See note 3c Registered address of self lay organisation (if different from above):

See note 3d **Company registration number of self lay organisation:**

See note 3e **Please Note:** If on site works are being carried out by a different company, please complete details below.

Company name: _____
Contact name: _____
Contact telephone number: _____
WIRS accreditation status: Full Partial

Section 4 - Site and Construction Design and Management Regulations (CDM) 2007 details

See note 4a **Address of the site**

Site name: _____
Street: _____ Phase: _____
Village/town: _____ Site contact: _____
City/county: _____ Telephone number: _____
Postcode: _____ Mobile number: _____
site grid reference (mid point): _____ Email address: _____

See note 4b **Previous use of site:** Greenfield or agriculture Housing Industry
Landfill Other **(please specify below)**

See note 4c **CDM coordinator:**

Name: _____
Company: _____
Contact number: _____
Email address: _____

See note 4d **Principal contractor** (if different from developer):

Name: _____
Company: _____
Contact number: _____
Email address: _____

Section 4 - Site and Construction Design and Management Regulations (CDM) 2007 details (continued)

See note 4e **Information to be supplied in accordance with the Construction and Design and Management Regulations (CDM) 2007:**

IMPORTANT: Please see the accompanying guidance notes for the complete check list of information. All requested information MUST be submitted with your application. Failure to do so could lead to delays.

CDM information supplied? (tick to confirm):

See note 4f **Service entry points must be clearly marked for all plots/units.** (tick to confirm):

See note 4g **Has a soil survey with chemical analysis been submitted with this application?**

Yes

No

If no, please give the reason:

See note 4h **Type of proposed development:**

Residential

Number:

Commercial

Number:

Industrial

Number:

See note 4i

In order to facilitate the completion of the design we require a copy of the site layout in AutoCAD 2007 format (*.dwg) to be submitted with this application. Please tick to confirm this has been submitted with this application.

Section 5 - Work to be carried out

See note 5a **Please indicate areas of work that you would like to carry out under the self lay agreement**

Design of water main

Construct water main

Routine in-line main connection

Service pipe connections from new main

Service pipe connections from existing main

Other work (please specify):

See note 5b **Please indicate below who is responsible for charges payable to Anglian Water:**

Self lay organisation

Developer

Section 7 - Water regulations

Drawings showing the intended pipe work layout and a proposed water fittings schedule **MUST** be submitted under the Water Supply (Water Fittings) Regulations 1999 as shown in Appendix 1 of the guidance notes.

FAILURE TO SUBMIT DRAWINGS WILL DELAY YOUR APPLICATION BEING PROCESSED.

See note 7a **Please indicate if any of the following are to be installed:**

Internal booster pump for high rise building: Yes No

Reduced pressure zone valve (RPZ)/type BA backflow device: Yes No

Fire fighting/fire sprinkler systems: Yes No

See note 7b **Are rainwater harvesting or greywater systems to be installed?** Yes No

If no, please tick below to confirm that no water reuse systems are being installed.

'I can confirm NO water reuse systems are being installed'

If yes, please tell us which plot numbers the systems are to be installed in.

Rainwater harvesting system: Plot numbers:

Greywater system: Plot numbers:

Manufacturer and installer details:

Manufacturer: _____ Name of system to be installed: _____

Installer name: _____ Contact number: _____

Village/town: _____

City/county: _____

Postcode: _____

See note 7c **Will an approved plumber be used for the internal plumbing?** Yes No

Please provide details of plumber:

Name: _____ Aplus registration number (if applicable): _____

Street: _____ Telephone number: _____

Village/town: _____ Mobile number: _____

City/county: _____ Email address: _____

Postcode: _____

See note 7d **Will an approved plumber/underground installer/site agent be used for the underground service pipe?** Yes No

Please provide details of the plumber/underground installer/site agent:

Name: _____ Aplus registration number (if applicable): _____

Street: _____ Telephone number: _____

Village/town: _____ Mobile number: _____

City/county: _____ Email address: _____

Postcode: _____

Section 8 - Infrastructure charges

Normal domestic dwellings will be charged the standard infrastructure charge per dwelling.

See note 8a **For a connection to anything other than a domestic dwelling please complete the table below:**

	Number per unit/property	Loading units	Load (Anglian Water use only)
WC flushing system		2	
Washbasin in house		1.5	
Washbasin elsewhere		3	
bath (tap size 20mm)		10	
bath (tap size >20mm)		22	
Shower		3	
Sink (tap size 20mm)		3	
Sink (tap size >20mm)		5	
Spray tap		0.5	
Bidet		1.5	
Domestic appliances		3	
Communal/commercial appliance		10	
Any other water fitting or outlet (including a tap but excluding a urinal or water softener)		3	
Total load (to be calculated by Anglian Water)			

Section 8 - Infrastructure charges (continued)

See note 8b

Infrastructure charge credits:

In some cases infrastructure charge credits may be applicable, this will be the case if there was a previous water connection to the site that has been disconnected within the last five years.

Has the site being developed had a water supply within the last five years?

Yes

No

If yes, type of property previously on the site, ie house, factory:

Name of previous owner:

Number of connections previously to the site:

Approximate date of disconnection:

 / /

Other information regarding previous owner and connections:

Section 9 - Drainage

See note 9a

Will this property/development have a new connection(s) to an Anglian Water sewer?

Yes

No

If yes, you must complete a separate sewer connection application form (available to download from www.anglianwater.co.uk/developers)

If yes to above, please indicate below the number and type of connections:

	Foul and surface water	Foul water only	Surface water only
Number of connections:			

See note 9b

If surface water is not to be connected to the Anglian Water sewer, please state below how surface water will be disposed of:

Section 10 - VAT

See note 10a

Please indicate below type of property:

New domestic dwelling

Civil engineering services provided in the course of the construction of new domestic dwellings will be zero rated

domestic conversion

If the project is a domestic conversion, and you are applying for the 5% reduced rate of VAT to be applied.

Relevant residential/charitable

If you are applying for VAT zero rating because intended use is for a relevant residential or relevant charitable purpose.

Charity number:

Please note: where the connection is made off site, current interpretation by HMRC of VAT legislation will not allow the reduced rate to be applied.

Section 11 - Design charge

See note 11a

A design fee is to be paid on submission of this application form. Please refer to our current charges

www.anglianwater.co.uk/developers/charges

Section 12 - Declaration

See note 12a

By signing this declaration I can confirm that:

- i) I wish to apply for a new water supply as described to the premises in section 4a of this form, under Section 41, 45 or 55 of the Water Industry Act 1991 and I acknowledge my responsibilities with regard to compliance with the Water Supply (Water Fittings) Regulations 1999 including Regulation 5 and in accordance with appropriate Anglian Water terms and conditions.
- ii) I acknowledge my responsibilities and duties as set out in the clients duties of the CDM Regulations 2007 and accept that these apply to me.
- iii) Any rainwater harvesting and/or greywater recycling systems shall be installed in compliance with the relevant British Standards (BS 8515 Rainwater harvesting systems and/or BS 8525-1 Greywater harvesting systems).
- iv) I acknowledge that in making this application I will be liable for any charges payable in respect of the new main and service connections and infrastructure charges to which this application applies.
- v) I acknowledge that I have included all the required drawings and documentation as per your application check list. See Appendix 2 of the guidance notes.
- vi) I accept that I may not request a proforma invoice and I will receive a VAT receipt once my payment has been processed.
- vii) * I acknowledge that payment of the design fee is required with this application.

I attach a cheque for £

* Not applicable if application is for services only

I have made a payment by credit/debit card for £

Date of payment / /

Print name: _____ Signature: _____

Company: _____ Position in company: _____

Date / /

We have changed where you send your application form to.

For water mains and connections in the:

Lincolnshire, Nottinghamshire, Humber and North Western Cambridgeshire regions please send your completed form to: **Anglian Water, Developer Services, Enterprise House, Witham Park, Lincoln LN5 7JE**

Buckinghamshire, Bedfordshire, Northamptonshire and South Western Cambridgeshire regions please send your completed form to: **Anglian Water, Developer Services, Cotton Valley STW, Pineham, Milton Keynes MK15 9PA**

Norfolk, Suffolk, Essex and Eastern Cambridgeshire regions please send your completed form to: **Anglian Water, Developer Services, Heigham WTW, Waterworks Road, Heigham, Norwich NR2 4DA**

If you have any questions regarding this form, please call 0845 6066087 or email: developerservices@anglianwater.co.uk. Further details can be found on the Anglian Water website: www.anglianwater.co.uk/developers

For Anglian Water use only

Date application received: / /

Design fee paid: Yes No

Cheque number:

Value: £

Credit/debit card: Value £

Reference

BACS: Value £

Reference

Date payment received: / /

Date payment processed: / /

Processed by: _____ Doc number:

Date sent to Programme Manager: / /

Job number:

Application to self lay water mains and/or services

Guidance notes

These guidance notes are provided to assist you in the completion of the application to self lay water mains and to help us process your application as quickly and accurately as possible.

All sections should be completed wherever possible. Insufficient information may result in delays to the provision of water supplies.

Sections 41 and 45 of the Water Industry Act 1991 (WIA 1991) relates to the water companies duty to comply with water main requisitions and the duty to make connections with the main respectively.

Note 1 – Developer

- 1a) Developer (correspondence address)** – The developer applying for to self lay water main. Please ensure that all the address lines are populated.
- 1b) Company registration number** - Please provide the full company registration number.
- 1c) Preferred method of contact** - Please indicate how you would prefer to be contacted.
- 1d) DART account number** - This only requires completing if you are a member of the Anglian Water's DART Payment Scheme.

Note 2 – Land owner

- 2a)** This section is to be completed if the landowner is different from the developer.

Note 3 – Self lay organisation

- 3a)** This section is to be completed by the company acting on behalf of the developer in providing the water infrastructure for the site.
- 3b) Anglian Water will only allow self lay works to be completed with a WIRS (Water Industry Registration Scheme) accredited company.** It is important that you tick the relevant box to show the status of your WIRS accreditation.
- 3c)** Please provide registered address if different from the one provided in section 3a.
- 3d)** Company registration number should be provided here.
- 3e)** If the on site construction is being carried out by a different company, it is important that you supply that company's details and WIRS accreditation status.

Note 4 – Site and Construction Design & Management Regulations (CDM) 2007 details

- 4a) Address of site** - This will be the site requiring the water supply.

4b) Previous use of site - Please tick the appropriate box. If 'other', please describe in as much detail as possible the previous use of the land being developed, giving details of any buildings on the site (existing or demolished). If necessary please use a separate sheet of paper.

4c) CDM (Construction and Design Management) coordinator - Please provide contact details for your appointed CDM coordinator for this development.

4d) Principal contractor - Please provide contact details for your appointed principal contractor for this development if it is different from the applicant.

4e) Information to be supplied in accordance with the Construction Design and Management Regulations (CDM) 2007. - Under the designer's duties, we must inform you of the client's duties in relation to this work. You are required to:

- Appoint a competent CDM Coordinator.
- Appoint a competent principal contractor.
- Provide all the information requested in section 3 (*if any of this information is not included, this will result in your application being delayed*).
- Not allow construction to start unless a compliant health & safety plan has been prepared by the principal contractor.
- Arrange to provide our workforce with appropriate health and safety information whenever they attend site.

Information required is detailed below:

i) Drawing showing the following:

- Location plan (1:2500 scale). Clearly showing the location of the site in relation to the nearest Public Highway (or with Grid Reference) and the surrounding geography and the scale of the plan.
- Detailed site layout drawings (1:500 scale) clearly showing the layout of your site with proposed position of all buildings and structures, roads (showing where adopted and where it will remain private), points of access to the site, entry points of water services and scale (not to be less than **1:500**).
- Designated service strip.
- Existing utility information (gas, electricity, etc.).
- The extent of land in the developer's ownership.
- Area for adoption by the Highways Authority.
- Wayleave, private land information etc.

ii) Soil survey.

iii) Permits and authorisation requirements for the site.

iv) Copy of F10 notification.

v) Health risks arising from other works (e.g. demolition work asbestos removal etc).

vi) Safety hazards (e.g. boundaries and access, storage of hazardous materials, existing structures).

Our preferred method for receiving detailed site layouts is in AutoCAD .dwg format, either via email to developerservices@anglianwater.co.uk, or on a disk attached to the application.

4f) Service entry points - Layout drawings must clearly show the proposed service entry point for each plot/unit. Tick box to confirm that this request has been complied with.

4g) Soil survey - Please indicate whether a soil survey has been submitted with the application. If no, please state the reason in the box provided. If necessary please use a separate sheet of paper.

Certain ground contaminants dictate the type of material or method of installation of the supply. If sites are deemed by Anglian Water to be contaminated, alternative pipe material, which is impermeable to organic compounds, may be specified. Please refer to the Anglian

Water [contaminated land brochure](#) for further information which can be found on our web site <http://www.anglianwater.co.uk/developers/installation/contaminated-land.aspx>. This can be provided on request and outlines the type of survey, which is needed. The contaminant concentrations, which require the use of impermeable materials, are also available on request. If a soil survey has already been carried out to identify any possible ground contamination, please include a copy of the report with your application. If no soil survey has been carried out, Anglian Water may request one at your expense.

4h) Type of proposed development - Please indicate the type of development and the number of plots/units in each category.

4i) Please supply a copy of the site layout in AutoCAD 2007 format (*.dwg). This should be clearly showing the layout of your site with proposed position of all buildings and structures, roads (showing where adopted and where it will remain private), points of access to the site, entry points of water services and scale (not to be less than **1:500**).

Note 5 – Work to be carried out

5a) Please indicate areas of work that you would like to carry out under the self lay agreement

Please use this section to indicate the work proposed to be carried out by the self lay organisation under the self lay agreement.

Please tell us which of the elements below you would like to arrange yourself. Subject to approval, this will be reflected in the agreement we issue and the contribution you are required to pay.

- Design of water main.
- Construction of water main (this includes testing and chlorination of the water main, but Anglian Water will carry out sampling).
- Service pipe connections from new main (these are service pipe connections from the main constructed by the self lay organisation. Service pipe connections cannot be carried out until the water main has been commissioned and adopted by Anglian Water, water meters can either be fitted by Anglian Water or the self lay organisation).
- Service pipe connections from existing main (these are service pipes from a main that has been constructed on the site by Anglian Water, which was requisitioned by the developer. This does not include service pipe connections to existing mains in adopted highways).
- Other (in certain circumstances Anglian Water may allow water mains diversions to be undertaken under a self lay agreement).

Please note that if the self lay organisation fits meters, the meters fitted must be issued by Anglian Water, these will be issued free of charge to the self lay organisation upon request.

If you wish to carry out the design and construction of the water mains yourself you will be required to contact Anglian Water to establish the point of connection to the distribution system. Please note however, that there will be a charge to technically approve your design proposals.

Anglian Water will always undertake the final connection of new mains to the existing distribution system.

5b) Please indicate who is responsible for paying any charges to Anglian Water.

Note 6 – Water connection details

- 6a) Type of connection required** - Please indicate the type of connections required on your development and the plot numbers they apply to.
- Boundary box – this is provided and installed at the highway boundary and will house the water meter.
 - Wall box – these are installed either on or in an external wall of the property and will house the water meter. Wall boxes are purchased and installed by the developer. It is important that wall boxes are installed so that meters can be easily read and will not end up behind locked gates etc.
 - Internal – Anglian Water will consider internal meters for flats and apartments where it is not possible to install separate external meters.
- 6b) Fire supplies** - Please complete if the development has private fire hydrants on site, fire hose reels, or sprinkler systems. If planning has been applied for you should provide a copy with your application, failure to do so could result in your application being delayed.
- 6c) Bin stores/landlord/temporary building water connections** - You should provide each plot number together with an accurate location of where the bin store/landlord/temporary building water connection is to be situated.
- 6d) Do you require a supply greater than 32mm outside diameter?** - If a supply greater than 32mm is required please tick yes and complete the table completing all fields required.
- **Maximum daily demand** - this is the total volumetric water that you will use in a 24 hour period.
 - **Maximum instantaneous demand** - this is the amount of water that will be required instantaneously, (i.e. the maximum amount of water the supply will need to deliver at any one time).
 - **Volume of on site water storage** - it is recommended that storage is provided equivalent to 24 hours usage.
- 6e) Phasing** - If the development and the construction of the water mains is going to be phased over a period of time, please complete the phasing details. Please give phase number/reference, total number of plots within that phase, the plots numbers within the phase, the anticipated start date and the anticipated date of the first occupancy.
- 6f) Occupancy rate** - Please supply anticipated occupancy rate, covering all phases detailed in the phasing table.

Note 7 – Water regulations

Under Regulation 5 of the Water Supply (Water Fittings) Regulations 1999, it is a requirement to include drawings or plans showing the proposed pipework and fittings for the premises, house or type(s) of house the application is for. Failure to include these will result in delays in responding to the application.

The Water Supply (Water Fittings) Regulations 1999:

The Water Fittings Regulations 1999 are national requirements for the design, installation and maintenance of plumbing systems, water fittings and water-using appliances. Their purpose is to prevent misuse, waste, undue consumption or erroneous measurement of water and, most importantly, to protect the public water supply. Non-compliance could result in enforcement action being considered and your connection could be delayed, refused, isolated or terminated under the relevant section of the Water Industry Act.

- 7a)** Please indicate if any of the following are to be installed within the premises:
- **Internal booster pump for high-rise building** - this is where a booster or pump is proposed to supply high-rise buildings or blocks of flats.
 - **Reduced pressure zone (RPZ) valve/Type BA backflow prevention device** - require mandatory recording and monitoring by Anglian Water. They also require commissioning and testing by an accredited tester.
 - **Fire fighting systems** - this includes fire sprinklers, fire mains, fire hose reels.
- 7b)** Please indicate if rainwater harvesting systems or greywater systems are to be installed. If you answer **'yes'** it is **IMPERATIVE** you tell us which plot numbers the systems are to be installed in. We also need to know the manufacturer of the system(s) and details of the installer.
- **Greywater system** - this is where non potable water (ie not mains water) is used for flushing toilets etc.
 - **Rainwater harvesting system** - this is where rainwater is stored for flushing toilets etc.
- For further information on water reuse systems, please see our brochure 'Water reuse systems, guidance and advice' which is available on our website.
<http://www.anglianwater.co.uk/developers/plumbers/reuse-systems.aspx>
- 7c) Approved plumber/contractor** - If you are using an approved plumber/contractor for either the external underground pipework or the internal plumbing please complete this section giving their registration number(s). **If you are not** using an approved plumber/contractor please give details of the plumber/contractor you will be using.

Benefits of using an approved plumber/contractor

The benefits of using Approved Plumber/Contractors forms an important part of any quality assurance scheme. Approved Plumbers/Contractors will have been assessed in order to demonstrate awareness of the current Water Supply (Water Fittings) Regulations 1999. Under those regulations Approved Plumbers/Contractors are the **only** plumbers that are able to certify that his or her installation or maintenance work is compliant with the regulations. If breaches of these regulations are found in the certified work, the legal responsibility falls upon the Approved Plumber/Contractor and not on the owner or occupier. Approved Plumbers/Contractors are also able to, on completion, issue a compliance certificate to the person who asked for the work to be done.

You should ensure that all plumbing work done on your premises, or building development, complies with the regulations. By using an Approved Plumber/Contractor, you have evidence of compliance by requesting a certificate of compliance on completion. This certificate is a defence against prosecution for any infringements of the regulations in the work carried out. In addition, as a responsible builder with Quality Assurance Accreditation for your product or work, using an Approved Plumber/Contractor should be an important part of that quality assurance procedure.

Who runs Approved Plumber/Contractor Schemes?

Approved Plumber/Contractor Schemes can be operated by the water suppliers and by other organisations authorised by the Government. The schemes have broadly similar principles and share similar membership requirements.

The Anglian Water Approved Plumbers/Contractor Scheme (APLUS)

APLUS, at present, is free of charge to fully qualified Plumber's who hold a formal Water Regulation qualification and open to individuals who are able to meet the joining criteria and therefore willing to take responsibility for the work they do, or oversee. APLUS members are able to sign certificates of compliance for their work.

Approved Site Managers/Agents and Underground Installers (AUI)

APLUS has a separate sector relevant to Site Managers/Agents and underground supply pipe installers. This sector is intended for Site Managers/Agents and Underground Supply Pipe Installers, to enable these parties to issue a regulation compliance certificate for the underground water supply pipe work including pipes entering buildings on new developments. This will enable Anglian Water to fast track your water connections, as there will be no need for further inspections.

For this category the membership requirements are; evidence of competence and an assessment of knowledge of the relevant sections of the regulations.

How do I become an APLUS or AUI member or find details of approved plumbers in my area

Please contact our Water Regulations team by telephone on 01480 326917, or by email to aplus@anglianwater.co.uk or you can visit the approved plumber pages on our web site <http://www.anglianwater.co.uk/developers/plumbers>.

If you work in any other water supplier's area you should contact them and enquire if they operate a similar approved plumber scheme.

Note 8 – Infrastructure charges

8a) Infrastructure charges - Infrastructure charges are applicable to anyone building or developing a property and are payable before a new connection is made. The charge levied is the higher of:

- A single standard infrastructure charge.
- A charge calculated by the use of "relevant multiplier" which compares the likely instantaneous demand of installed fittings with that of an average household.

For normal domestic supplies to a dwelling the standard infrastructure charge will be applicable, but if the supply you are requesting is anything but a single domestic dwelling or you have requested any supplies greater than a 32mm outside diameter you **MUST** complete the fittings table to allow us to calculate the correct infrastructure charges.

8b) Infrastructure charge credits - If the site or property that this application is for has had a water supply from Anglian Water within the last five years you could be entitled to an infrastructure charge credit.

Please indicate if there has been a supply within the last five years, if 'Yes' please indicate:

- The type of property that was previously on the site, i.e. factory, hospital, house etc.
- The name of the previous owner.
- The number of water connections previously to the site.
- The approximate date the previous connection(s) were disconnected, if the water supply is not disconnected please put '**still live**' next to the date boxes.
- Please provide any other information regarding the previous owner and connections.

Note 9 – Drainage

- 9a)** Please indicate whether the property/development will be connected either directly or indirectly to the public sewerage system maintained by Anglian Water.
If you have answered yes, please indicate the type of drainage on the development.
- 9b) Surface water drainage** - please detail how surface water drainage will be disposed of.

Note 10 – VAT

- 10a)** It is important to select the relevant type of property to ensure the correct VAT is applied to the charges. Civil engineering services include connections, infrastructure charges and new mains.

New domestic dwelling - Civil engineering services provided in the course of construction of a building designed as a new dwelling, or number of dwellings, may be zero-rated.

Relevant residential/charitable - Civil engineering services provided in the course of construction of a building intended to be used solely for a relevant residential purpose or relevant charitable purpose, may be zero rated. **For zero rating to apply you will need to provide evidence that the building qualifies for the intended purpose. For charitable purposes please provide the charity number.**

Domestic conversion - Civil engineering services provided in the course of certain domestic conversions may qualify for the reduced rate of VAT. Please note that for the reduced rate to apply all work must be carried out within the immediate site of the development, (i.e. in land owned by the applicant / developer). **Please note that where the connection is made off site, (outside of land owned by applicant/developer) current interpretation by HMRC of VAT legislation will not allow the reduced rate to be applied.**

Note 11 – Design charge

- 11a)** Please ensure that the relevant design fee is submitted with the application form, failure to do so will result in your application being delayed. The design fee includes one site visit, further site visits will be charged per visit.

Details of all our Developer Services charges can be found on our website:
<http://www.anglianwater.co.uk/developers/charges> .

Note 12 – Declaration

In signing this declaration you are applying for a new water supply connected to Anglian Water's water distribution system. Such a supply will be designed or approved by Anglian Water based on the information provided in the application.

We have changed where you send your self lay application form to.

For self lay of mains in the:

Lincolnshire, Nottinghamshire, Humber and North Western Cambridgeshire regions please send your completed form to: **Anglian Water, Developer Services, Enterprise House, Witham Park, Lincoln LN5 7JE**

Buckinghamshire, Bedfordshire, Northamptonshire and South Western Cambridgeshire regions please send your completed form to: **Anglian Water, Developer Services, Cotton Valley STW, Pineham, Milton Keynes MK15 9PA**

Norfolk, Suffolk, Essex and Eastern Cambridgeshire regions please send your completed form to: **Anglian Water, Developer Services, Heigham WTW, Waterworks Road, Heigham, Norwich NR2 4DA**

What happens next

Once we have received your application we will:

- Acknowledge receipt of your enquiry within five working days.
- Design or approve a proposed supply solution to meet your requirements within 20 working days (subject to complete information on the application form).
- Survey the site/property to be supplied to confirm the suitability of the proposed supply solution and issue an 'Invitation to Pay' within 20 working days.
- Issue you with a quote for the contribution you will be required to make towards the cost of installing the supply and the associated water and sewerage charges.

For the validity of your quote please refer to your invitation to pay, this in no way obligates you to proceed with the application.

The Water Supply (Water Fittings) Regulations 1999

Regulatory requirements when applying for a new water connection

When applying for a water connection there are **two** key pieces of information that **must accompany** the completed application form. This is a requirement that the Water Regulations clearly state you must supply Anglian Water with.

The two key pieces of information required are:

- A schedule of water fittings.
- A hot and cold water pipework route drawing.

Unfortunately without this information we cannot process your application for a water supply.

1. A water fitting schedule

What do we mean by a water fitting schedule?

Below is an example of a water fittings schedule list that will assist you when sending in your application for a water supply.

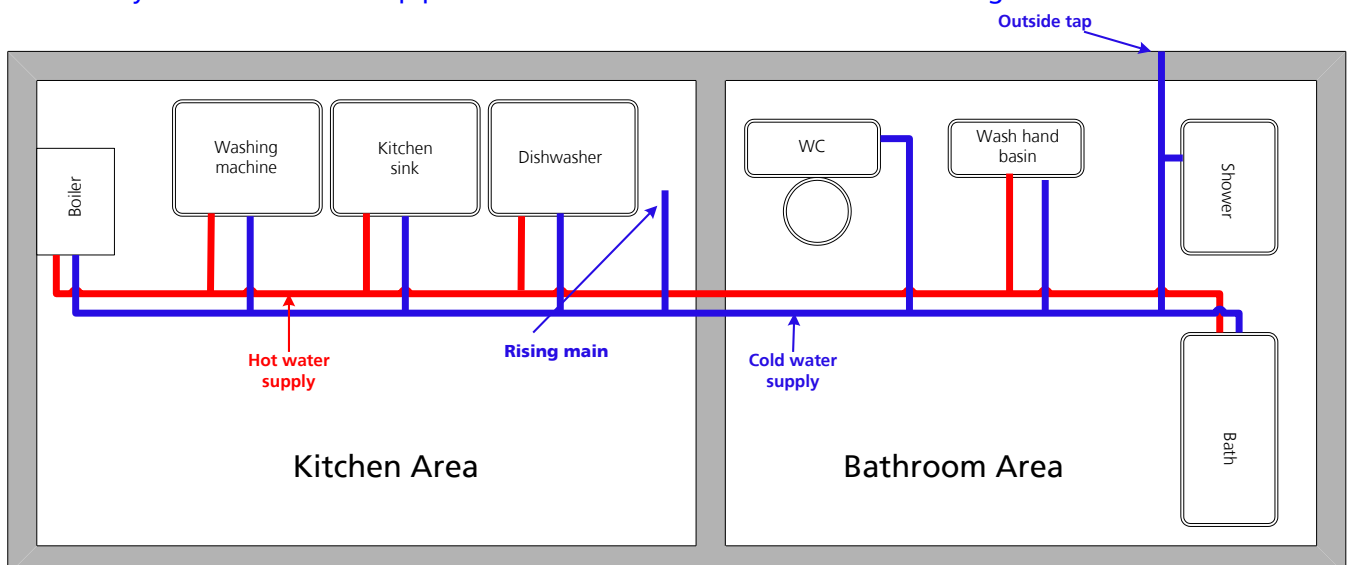
- What **make** of brassware (taps) do you propose to install?
- What **make** of shower/mixers?
- What **make** of pipework and fittings?
- What **make** of valves (stop valve, service valve, gate valve, check valve)?
- What **make** of sanitary ware?
- What **make** of pipe work insulation?
- What **make** of cold water storage/feed and expansion cisterns?
- What **make** of boiler?
- What **make** of solar hot water unit?
- What **make** of hot water storage cylinder?
- What **make** of accumulator?
- What **make** of pressurisation unit?

2. A drawing of the hot and cold pipework routes

What do we mean by a drawing of the hot and cold water routes?

Below is a very simple domestic example of just what is required to satisfy your application for a water supply.

Please note: The heating circuit pipework routes are **not required**. It must also be indicated clearly where any hot and cold water pipework is located within a floor duct or ceiling void.



Application to self lay water mains and/or services CHECKLIST

You MUST include the following with your application:

		✓
Site location plan	This should be no larger than A4 size. Clearly showing the location of the site in relation to the nearest Public Highway (or with Grid Reference) and the surrounding geography and the scale of the plan (not less than 1:2500).	
Site layout plan (in AutoCAD 2007 .dwg format)	Clearly showing the layout of your site with proposed position of all buildings and structures, roads (showing where adopted and where it will remain private), points of access to the site, entry points of water services and scale (not to be less than 1:500). Please note: the CAD drawing should be in .dwg format.	
Water fittings regulations information	Showing the layout of the proposed plumbing and water fittings and a full fittings schedule. See Appendix 1.	
CDM information	Details of any other utility apparatus at the site entrance and crossing the site. Any other information applicable under the CDM Regulations 2007.	
Design fee	Relevant design fee as per our charges scheme applicable at the time of application.	

To be included with your application where applicable:

		✓
Planning conditions	Copies of any planning conditions applied by the Fire and Rescue Service.	
Conservation/ archaeological report	Please submit a report if available.	
Soil report	Showing a full chemical analysis in accordance with our booklet 'Information for developers about contaminated land condition assessment, which can be downloaded from our website http://www.anglianwater.co.uk/developers/installation/contaminated-land.aspx	
Letter/fax/email of authorisation	If the application is not completed by the developer, a letter, fax, or email of authorisation must be attached to the application form as proof that the developer is asking the self lay organisation to act on their behalf.	
Evidence for VAT reduction	Relevant evidence for reduced rate or zero-rated VAT if you are applying for a relevant residential/charitable, or domestic conversion connection.	